

Include Leveraging Diversity Specific Measure

The Leading People critical element and the Leveraging Diversity specific measure must be included in your supervisory performance plan.

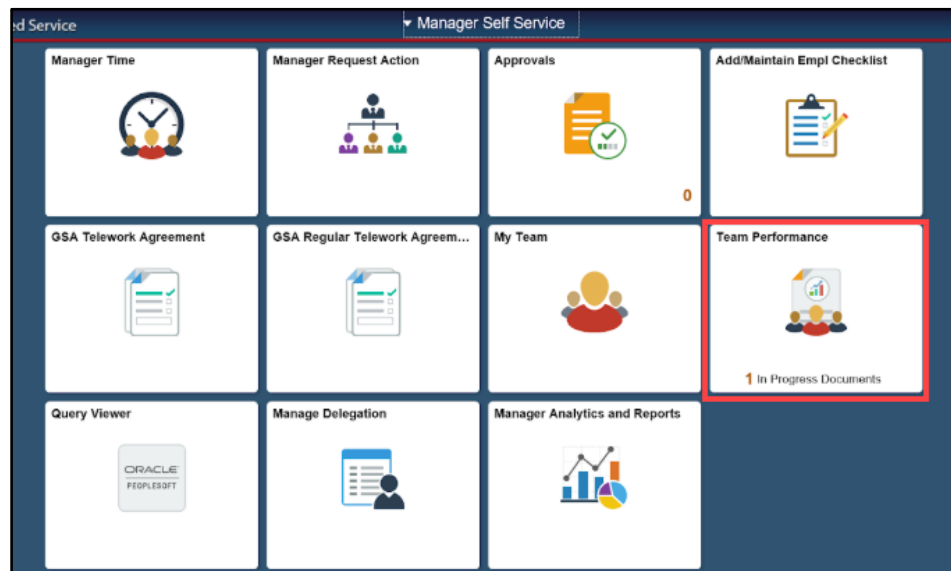
[Add Leading People critical element to NEW performance plan](#): Choose this option if you are creating a **new** performance plan and not cloning a past performance plan.

[Clone prior performance plan with Leading People critical element](#): Choose this option if you are cloning a prior performance plan that **already included** the Leading People critical element.

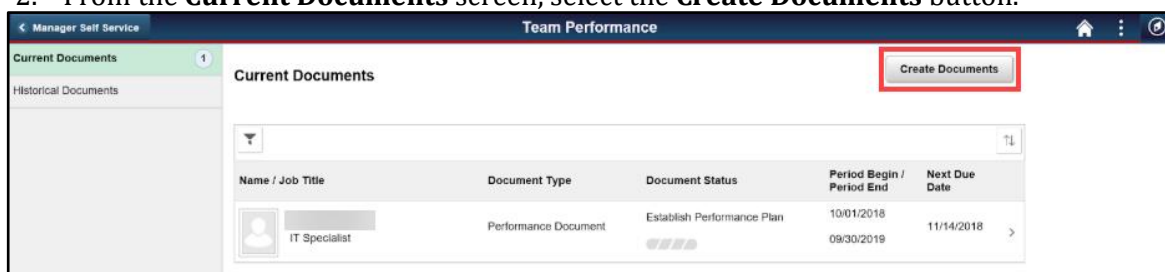
[Clone prior performance plan without Leading People critical element](#): Choose this option if you are cloning a prior performance plan that did **not** include the Leading People critical element.

Add Leading People critical element to NEW performance plan

1. Select the **Team Performance** tile on the Manager Self Service homepage.



2. From the **Current Documents** screen, select the **Create Documents** button.






3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.

Person Selector

Cancel Continue

Search Options


Select Employees 19 rows


| | Name / Title / ID | Directs / Total | Department |
|-------------------------------------|---|-----------------|---------------------------------|
| <input type="checkbox"/> |  Angel Contreras Budget Analyst 00000743 | | Operations Division |
| <input checked="" type="checkbox"/> |  Bernard Cooper Financial Management Officer 00000738 | | FAS Financial Services Division |
| <input type="checkbox"/> |  Craig Simmons Contract Specialist 00000027 | | Branch C |


4. In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
5. Choose **Performance Document** from the *Document Type* drop-down menu.
6. Set the *Clone from Prior Document* field to **No** to create a **new** performance plan.
7. Select **GSA Annual Performance Plan** from the *Template* drop-down menu, and select the **Create** button at the top right to continue.

Create Documents


Back Create

Period Begin Date 10/01/2018 

Period End Date 09/30/2019 

Document Type Performance Document 


Clone from Prior Document ☐ No

Template GSA Annual Performance Plan 

8. The newly created performance document will appear. Select the document to open and edit it.

Manager Self Service Team Performance

Current Documents Create Documents

| Name / Job Title | Document Type | Document Status | Period Begin / Period End | Next Due Date |
|---|----------------------|----------------------------|---------------------------|---------------|
|  IT Specialist | Performance Document | Establish Performance Plan | 10/01/2018 09/30/2019 | 11/14/2018 |



9. On the *Establish Performance Plan* page, select the **Expand All** option to review all sections of the performance plan.

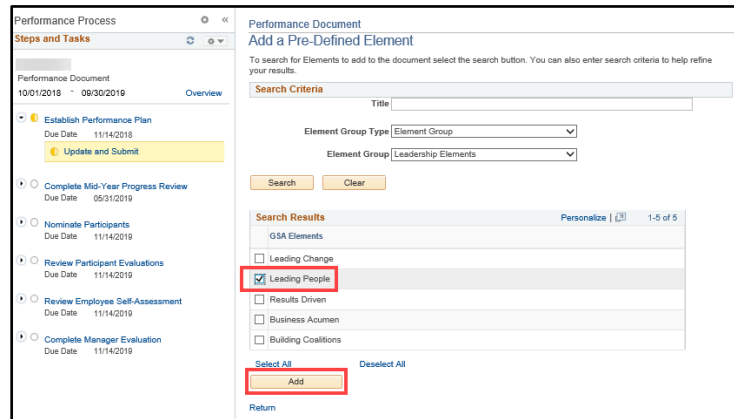
10. Choose the **Add Critical Element** hyperlink under the **GSA Elements** section.

11. Choose the **Add pre-defined element** radio button, and select the **Next** button.

12. On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Leadership Elements** from the Element Group drop-down menu.

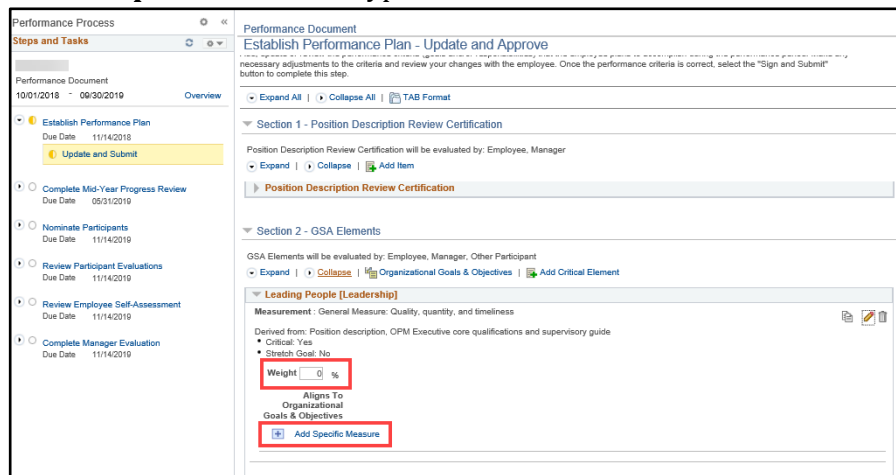
13. Select the **Search** button.

14. From the Search Results, select the checkbox by **Leading People**, and choose the **Add** button to continue.

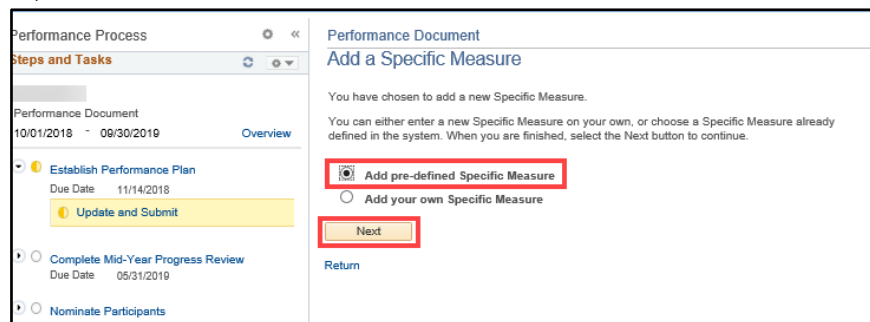


15. Under the Leading People [Leadership] section, indicate the percentage this specific measure will be weighted in the **Weight** field.

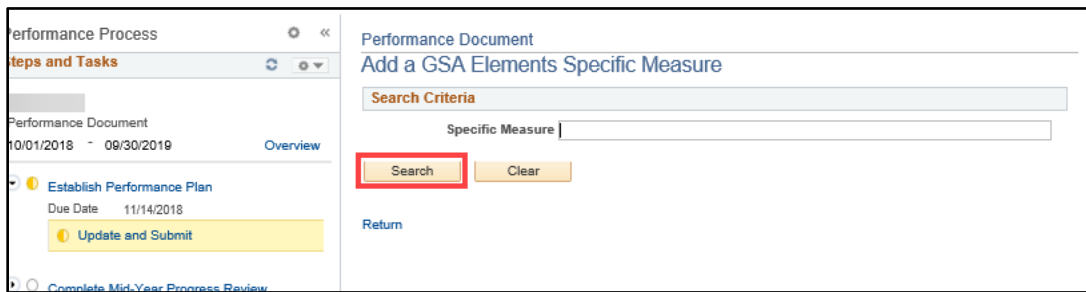
16. Select the **Add Specific Measure** hyperlink.



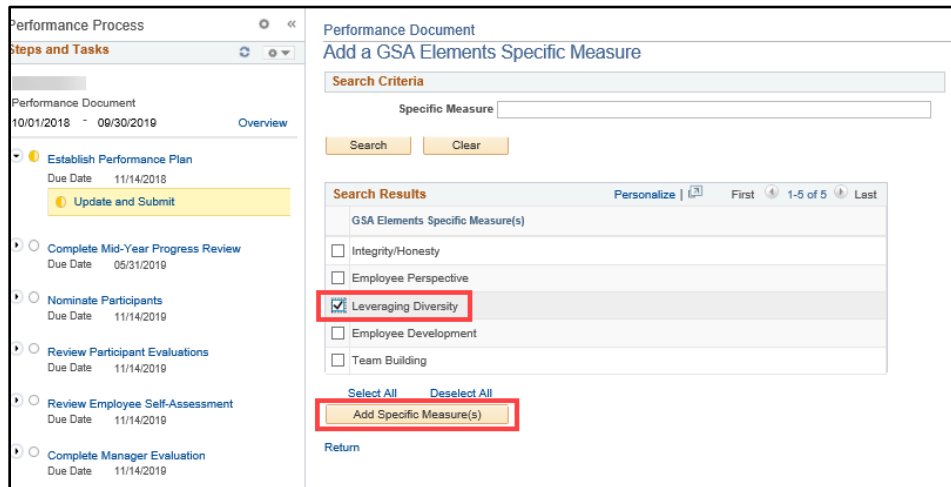
17. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



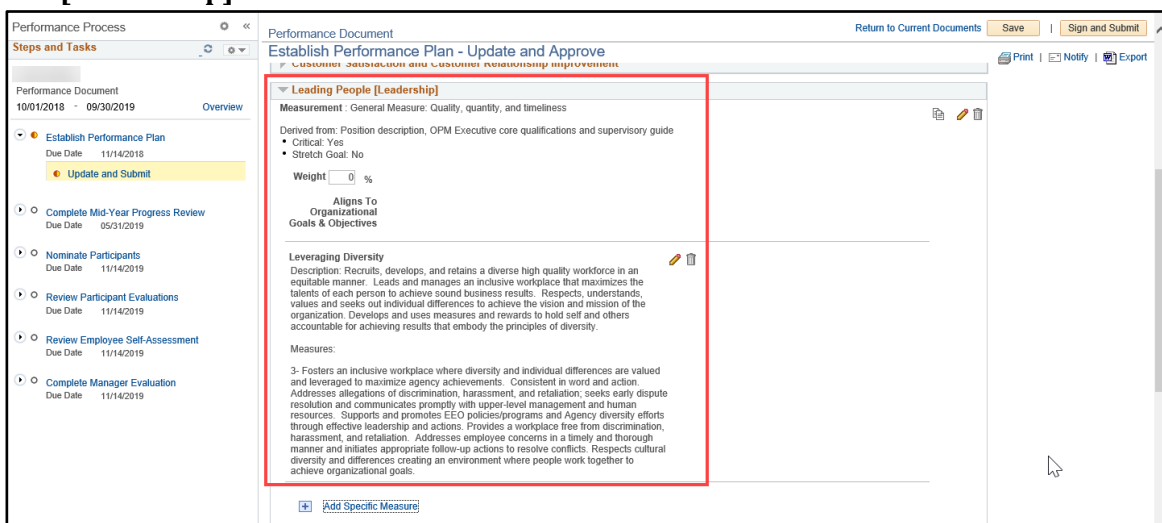
18. On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.



19. From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.



20. The **Leveraging Diversity** specific measure will appear under the **Leading People [Leadership]** section.



21. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.

Performance Process Steps and Tasks Performance Document Return to Current Documents **Save**

Performance Document
10/01/2019 - 07/30/2020 Overview

- Establish Performance Plan
Due Date: 11/14/2019 Update
- Complete Mid-Year Self-Assessment
Due Date: 06/01/2020
- Nominate Participants
Due Date: 11/16/2020
- Complete Self-Assessment
Due Date: 11/16/2020
- Review Manager Evaluation
Due Date: 11/16/2020

Performance Document

Establish Performance Plan - Update Print Notify Export

Measurement : General Measure: Quality, quantity, and timeliness

Derived from: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No

Weight %

Aligns To
Organizational
Goals & Objectives

Leveraging Diversity ✎

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution

22. Edit the **Leading People** critical element or the **Leveraging Diversity** specific measure and click **Update**. *Note: By editing the **Leveraging Diversity** specific measure you can now add other levels of performance.*

Performance Process Steps and Tasks Performance Document Edit Sub-Item

Performance Document
10/01/2019 - 07/30/2020 Overview

- Establish Performance Plan
Due Date: 11/14/2019 Update
- Complete Mid-Year Self-Assessment
Due Date: 06/01/2020
- Nominate Participants
Due Date: 11/16/2020
- Complete Self-Assessment
Due Date: 11/16/2020
- Review Manager Evaluation
Due Date: 11/16/2020

Performance Document

Edit Sub-Item

Leading People

Title: Leveraging Diversity

Standards 1-5 (Level 3 Required)

others accountable for achieving results that embody the principles of diversity.

Measures:

5-

4-

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and

Update Return

23. Choose the **Save** button at the top right of the screen to save the performance plan.

Performance Process Steps and Tasks Performance Document Return to Current Documents **Save**

Performance Document
10/01/2019 - 07/30/2020 Overview

- Establish Performance Plan
Due Date: 11/14/2019 Update
- Complete Mid-Year Self-Assessment
Due Date: 06/01/2020
- Nominate Participants
Due Date: 11/16/2020
- Complete Self-Assessment
Due Date: 11/16/2020
- Review Manager Evaluation
Due Date: 11/16/2020

Performance Document

Establish Performance Plan - Update Print Notify Export

Leveraging Diversity ✎

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

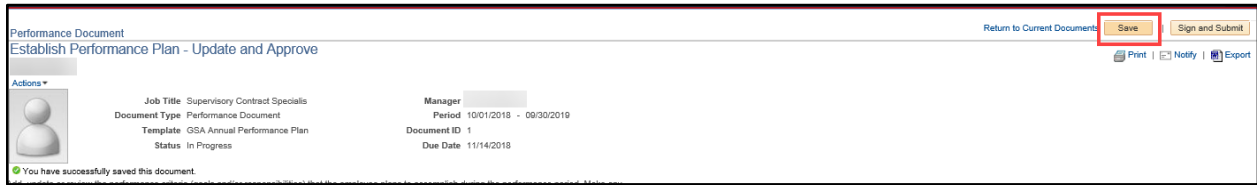
Measures:

5-

4-

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.

- Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the performance plan.**



Performance Document
Establish Performance Plan - Update and Approve

Return to Current Document **Save** Sign and Submit

Print | Notify | Export

Actions

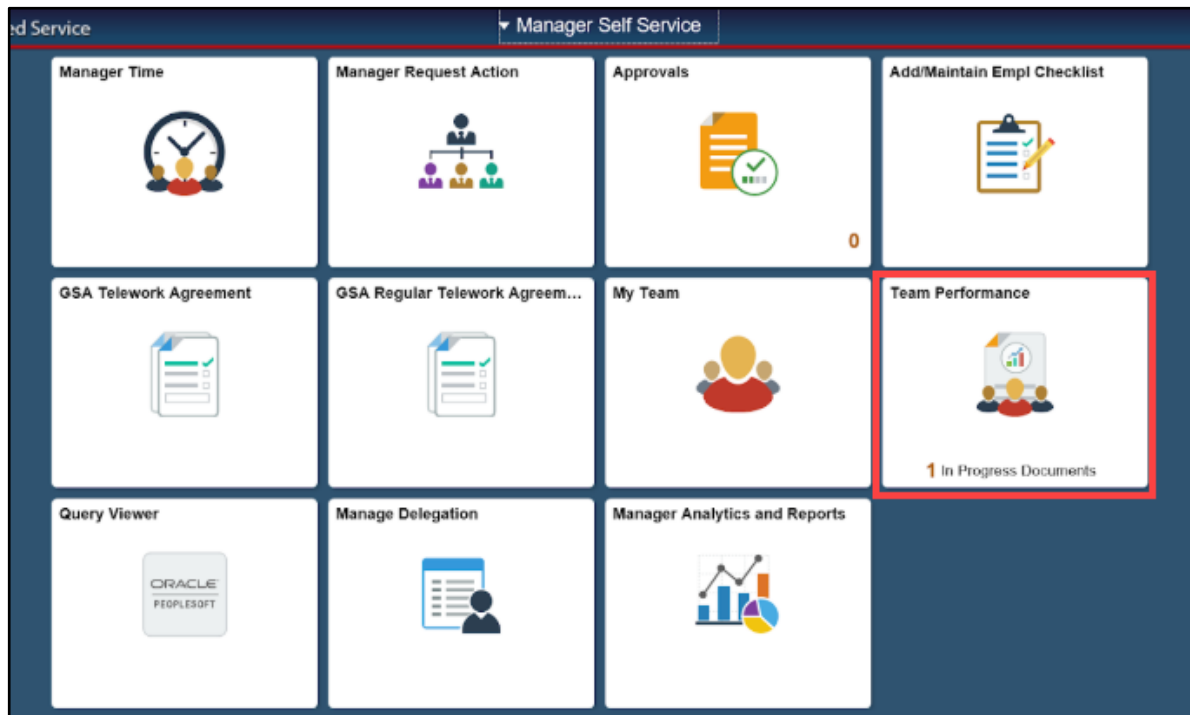
Job Title: Supervisory Contract Specialist
Document Type: Performance Document
Template: GSA Annual Performance Plan
Status: In Progress

Manager: [Redacted]
Period: 10/01/2018 - 09/30/2019
Document ID: 1
Due Date: 11/14/2018

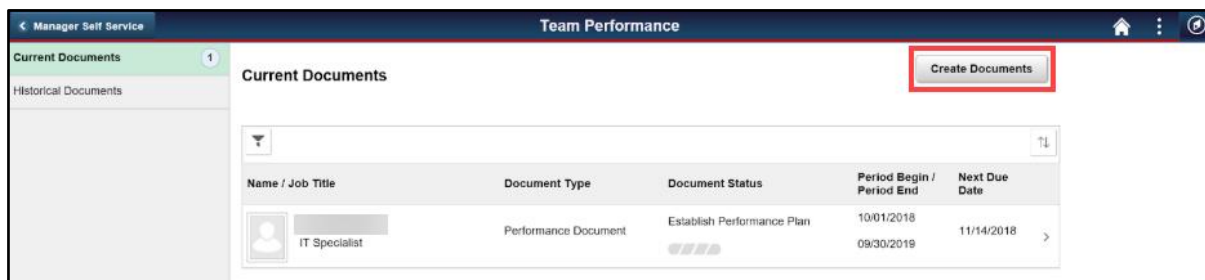
You have successfully saved this document.

Cloning prior performance plan with Leading People critical element

- Select the **Team Performance** tile on the Manager Self Service homepage.



- From the **Current Documents** screen, select the **Create Documents** button.



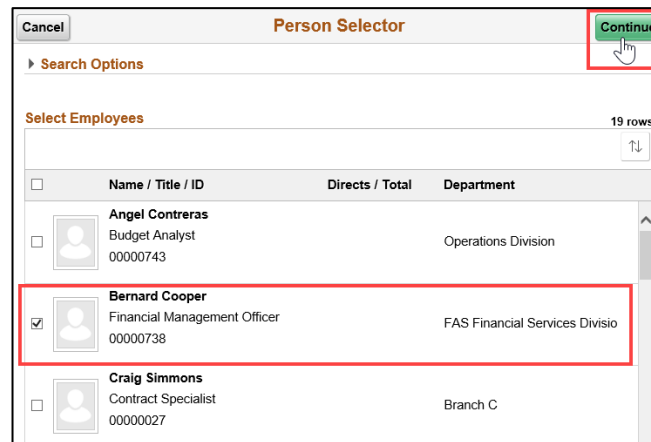
Manager Self Service
Team Performance

Current Documents 1
Historical Documents

Create Documents

| Name / Job Title | Document Type | Document Status | Period Begin / Period End | Next Due Date |
|------------------|----------------------|----------------------------|---------------------------|---------------|
| IT Specialist | Performance Document | Establish Performance Plan | 10/01/2018 09/30/2019 | 11/14/2018 |

- A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



Person Selector

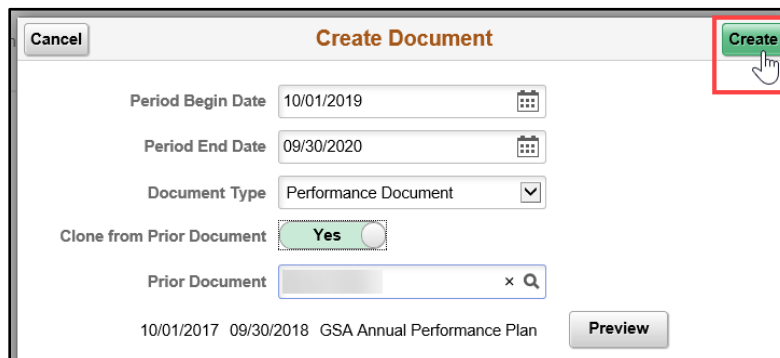
Cancel Continue

Search Options

Select Employees 19 rows

| Name / Title / ID | Directs / Total | Department |
|--|-----------------|--------------------------------|
| <input type="checkbox"/> Angel Contreras Budget Analyst 00000743 | | Operations Division |
| <input checked="" type="checkbox"/> Bernard Cooper Financial Management Officer 00000738 | | FAS Financial Services Divisio |
| <input type="checkbox"/> Craig Simmons Contract Specialist 00000027 | | Branch C |

- In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
- Choose **Performance Document** from the *Document Type* drop-down menu.
- Select **Yes** from the *Clone from Prior Document* field to create a new performance plan that **already includes** the Leading People critical element.
- Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed. The employee's name will populate the **Prior Document** field, and details of the plan will appear just below. Select the **Create** button at the top right to continue.



Create Document

Cancel Create

Period Begin Date 10/01/2019

Period End Date 09/30/2020

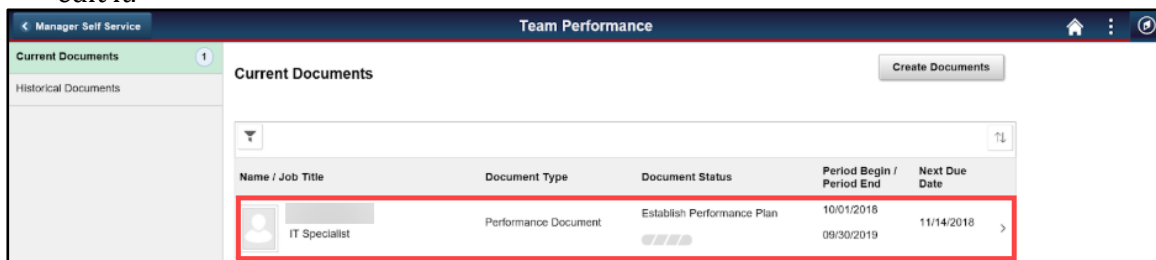
Document Type Performance Document

Clone from Prior Document Yes

Prior Document 10/01/2017 09/30/2018 GSA Annual Performance Plan

Preview

- The newly created performance document will appear. Select the document to open and edit it.



Manager Self Service Team Performance

Current Documents 1

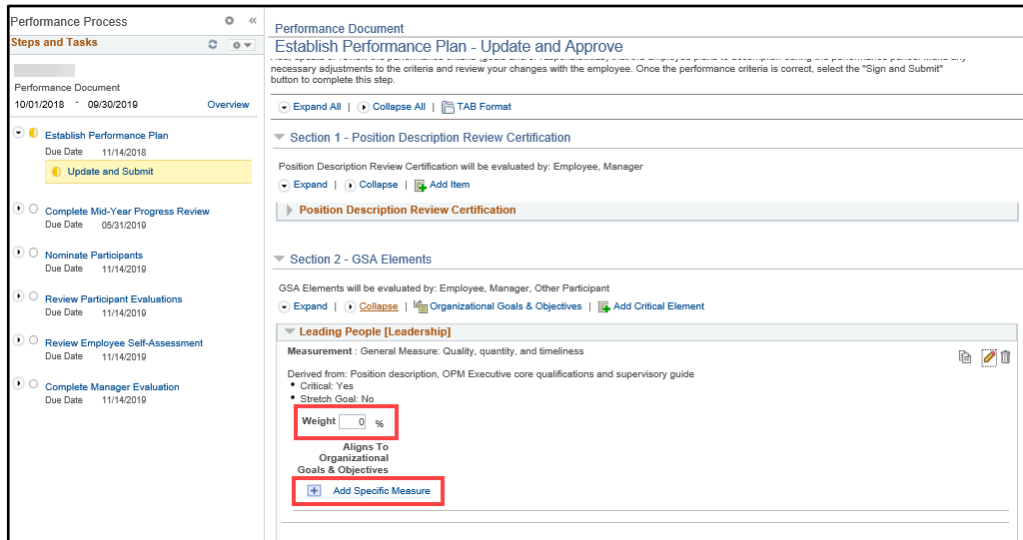
Historical Documents

Create Documents

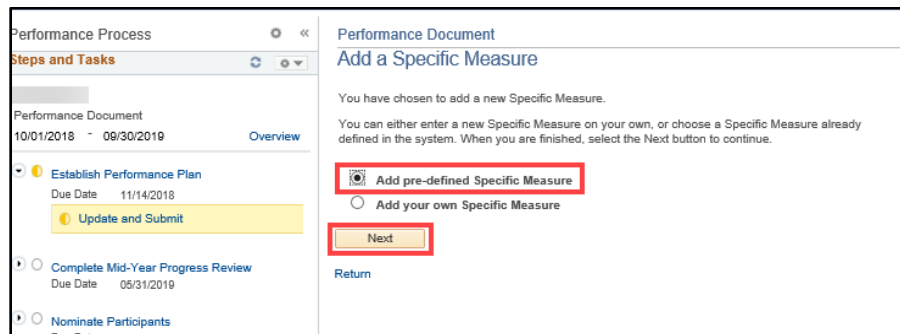
| Name / Job Title | Document Type | Document Status | Period Begin / Period End | Next Due Date |
|--|----------------------|----------------------------|---------------------------|---------------|
| <input type="checkbox"/> IT Specialist | Performance Document | Establish Performance Plan | 10/01/2018 09/30/2019 | 11/14/2018 |

- On the Establish Performance Plan page, select the Expand All option to review all sections of the performance plan.
- Under the Leading People [Leadership] section, update the percentage this specific measure will be weighted in the **Weight** field.

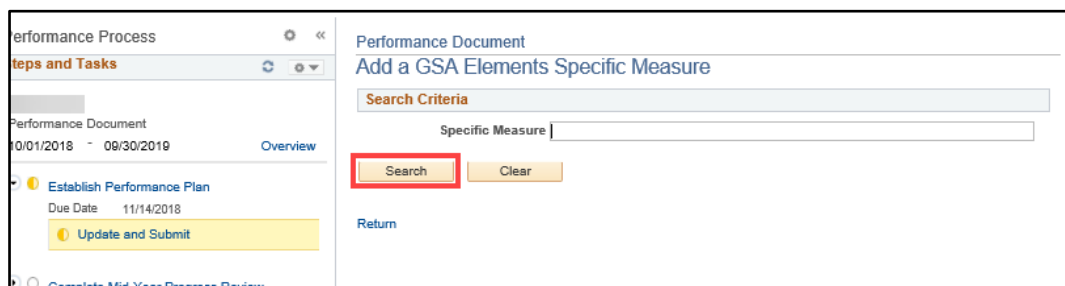
11. Select the **Add Specific Measure** hyperlink.



12. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



13. On the *Add a GSA Elements Specific Measure* screen, leave the **Specific Measure** field blank, and select the **Search** button.



14. From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.

Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019

Overview

- Establish Performance Plan
Due Date: 11/14/2018
[Update and Submit](#)
- Complete Mid-Year Progress Review
Due Date: 05/31/2019
- Nominate Participants
Due Date: 11/14/2019
- Review Participant Evaluations
Due Date: 11/14/2019
- Review Employee Self-Assessment
Due Date: 11/14/2019
- Complete Manager Evaluation
Due Date: 11/14/2019

Performance Document

Add a GSA Elements Specific Measure

Search Criteria

Specific Measure

Search Clear

Search Results

Personalize | First | 1-5 of 5 | Last

GSA Elements Specific Measure(s)

- ☐ Integrity/Honesty
- ☐ Employee Perspective
- ☒ Leveraging Diversity
- ☐ Employee Development
- ☐ Team Building

Select All Deselect All

Add Specific Measure(s)

Return

15. The **Leveraging Diversity** specific measure will appear under the **Leading People [Leadership]** section.

Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019

Overview

- Establish Performance Plan
Due Date: 11/14/2018
[Update and Submit](#)
- Complete Mid-Year Progress Review
Due Date: 05/31/2019
- Nominate Participants
Due Date: 11/14/2019
- Review Participant Evaluations
Due Date: 11/14/2019
- Review Employee Self-Assessment
Due Date: 11/14/2019
- Complete Manager Evaluation
Due Date: 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

Customer Satisfaction and Customer Relationship Improvement

Print | Notify | Export

Return to Current Documents Save | Sign and Submit

Leading People [Leadership]

Measurement : General Measure: Quality, quantity, and timeliness

Derived from: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No

Weight: 0 %

Aligns To
Organizational
Goals & Objectives

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.

Add Specific Measure

Created By: Jay Brach 09/05/2019 2:38PM

Section 2 - Position Description Review Certification

16. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.

Performance Process

Steps and Tasks

Performance Document
10/01/2019 - 07/30/2020

Overview

- Establish Performance Plan
Due Date: 11/14/2019
[Update](#)
- Complete Mid-Year Self-Assessment
Due Date: 05/01/2020
- Nominate Participants
Due Date: 11/16/2020
- Complete Self-Assessment
Due Date: 11/16/2020
- Review Manager Evaluation
Due Date: 11/16/2020

Performance Document

Establish Performance Plan - Update

Measurement : General Measure: Quality, quantity, and timeliness

Derived from: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No

Weight: 0 %

Aligns To
Organizational
Goals & Objectives

Leveraging Diversity

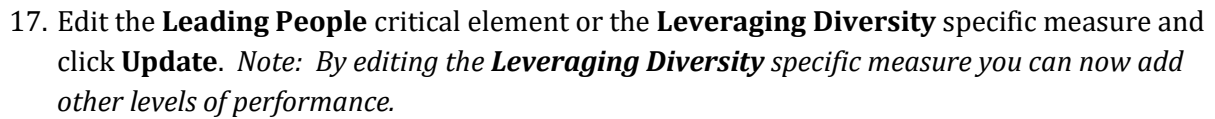
Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution

Return to Current Documents Save

Print | Notify | Export

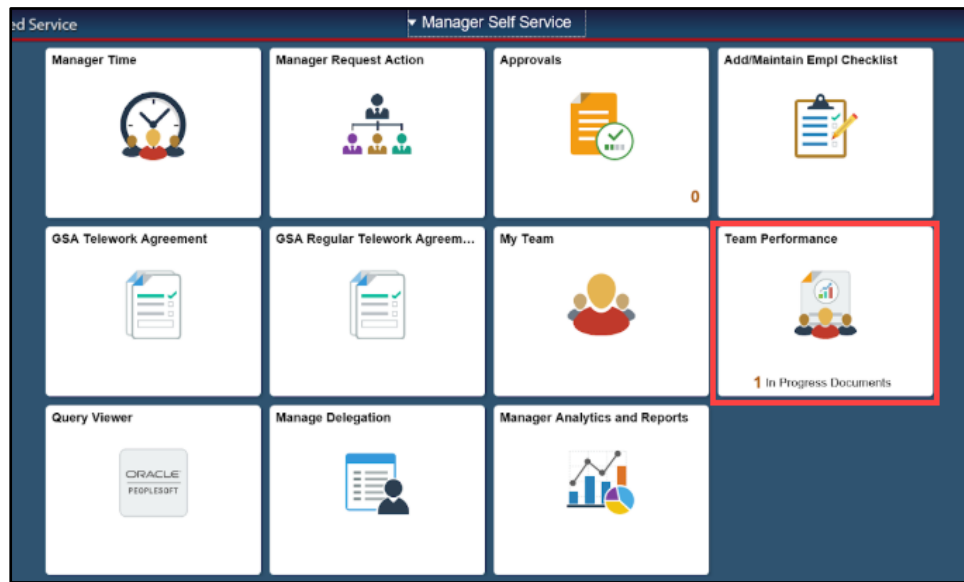


18. Choose the **Save** button at the top right of the screen to save the performance plan.

19. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the performance plan.**

Clone prior performance plan without Leading People critical element

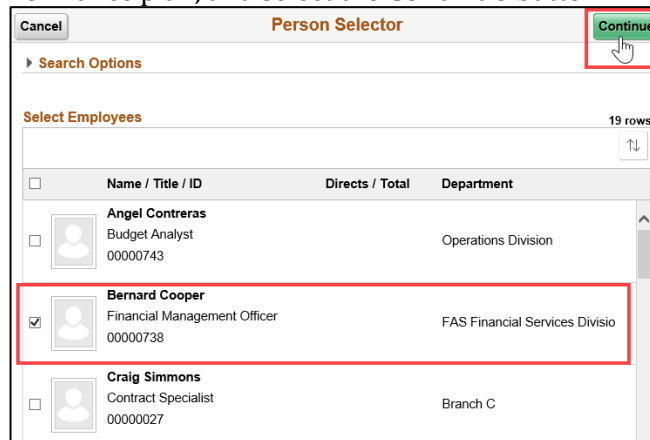
- Include Leveraging Diversity Specific Measure / 11*



2. From the **Current Documents** screen, select the **Create Documents** button.

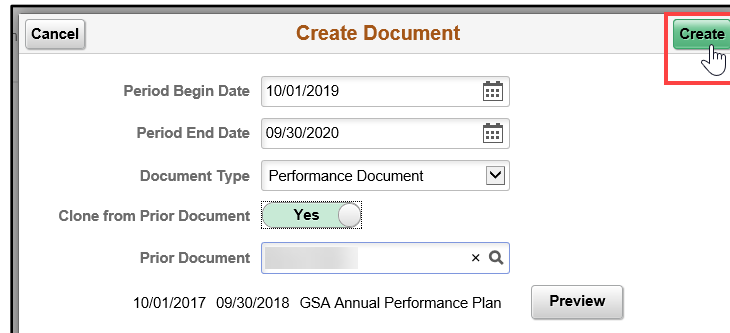


3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.

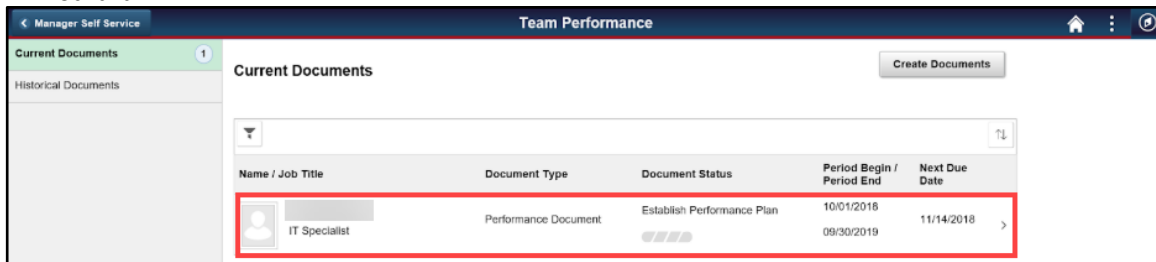


4. In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
5. Choose **Performance Document** from the *Document Type* drop-down menu.
6. Select **Yes** from the *Clone from Prior Document* field to create a new performance plan that does **not** already include the Leading People critical element.

7. Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed. The employee's name will populate the **Prior Document** field, and details of the plan will appear just below. Select the **Create** button at the top right to continue.

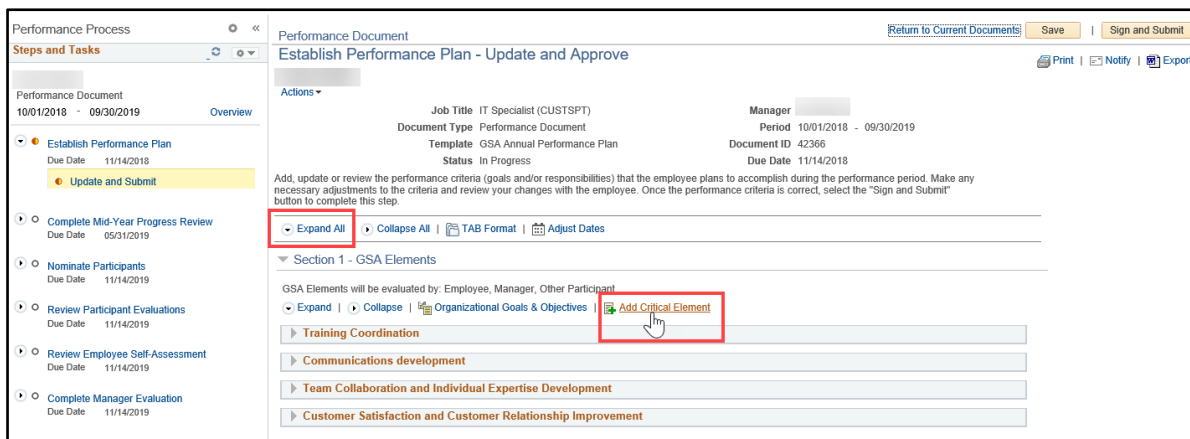


8. The newly created performance document will appear. Select the document to open and edit it.

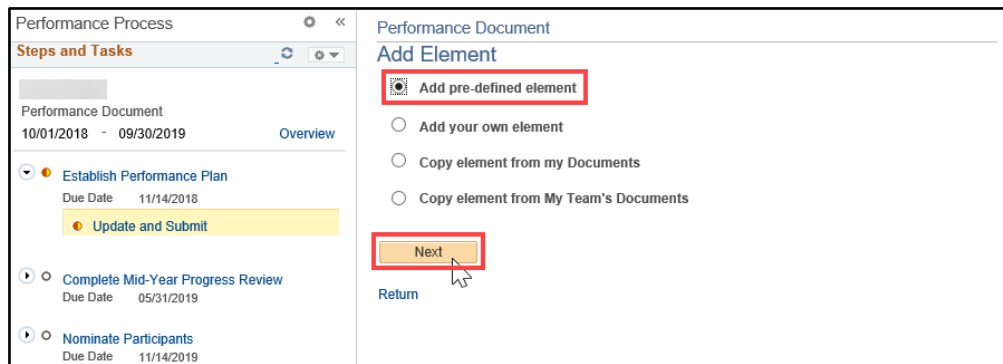


| Name / Job Title | Document Type | Document Status | Period Begin / Period End | Next Due Date |
|------------------|----------------------|----------------------------|---------------------------|---------------|
| IT Specialist | Performance Document | Establish Performance Plan | 10/01/2018 09/30/2019 | 11/14/2018 |

9. On the *Establish Performance Plan* page, select the **Expand All** option to review all sections of the performance plan.
10. Choose the **Add Critical Element** hyperlink under the GSA Elements section.

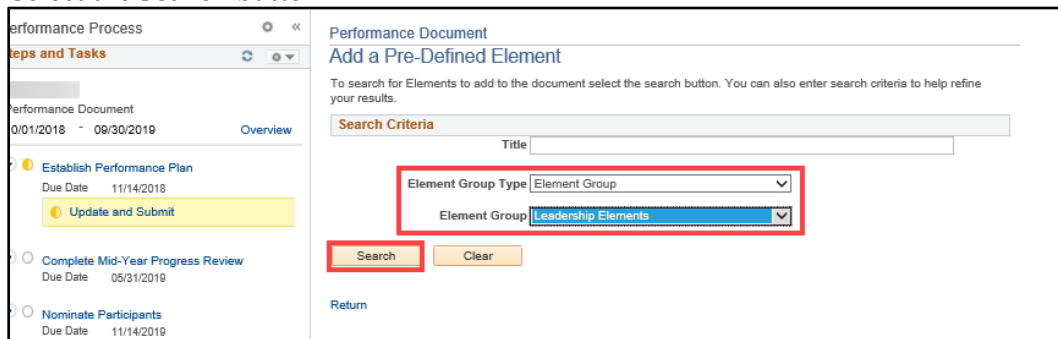


11. Choose the **Add pre-defined element** radio button, and select the **Next** button.

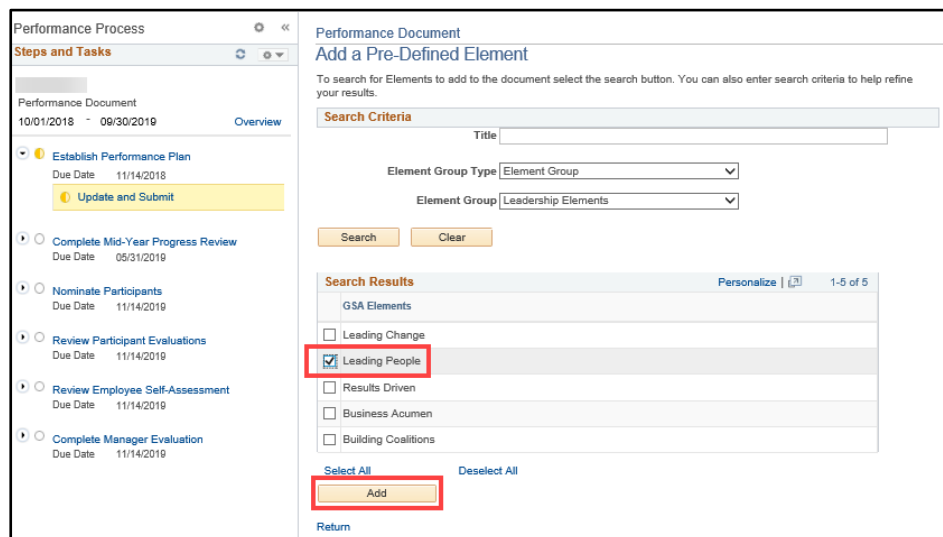


12. On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Leadership Elements** from the Element Group drop-down menu.

13. Select the **Search** button.

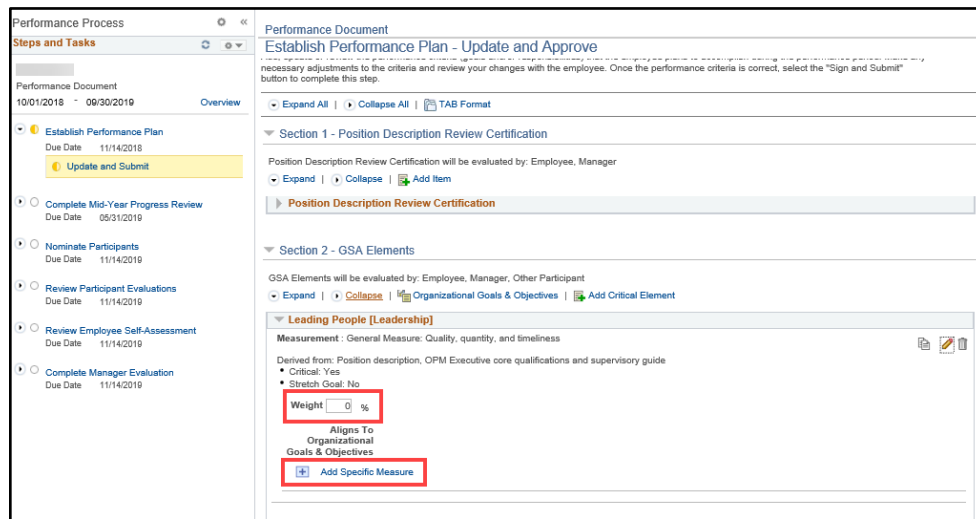


14. From the Search Results, select the checkbox by **Leading People**, and choose the **Add** button to continue.

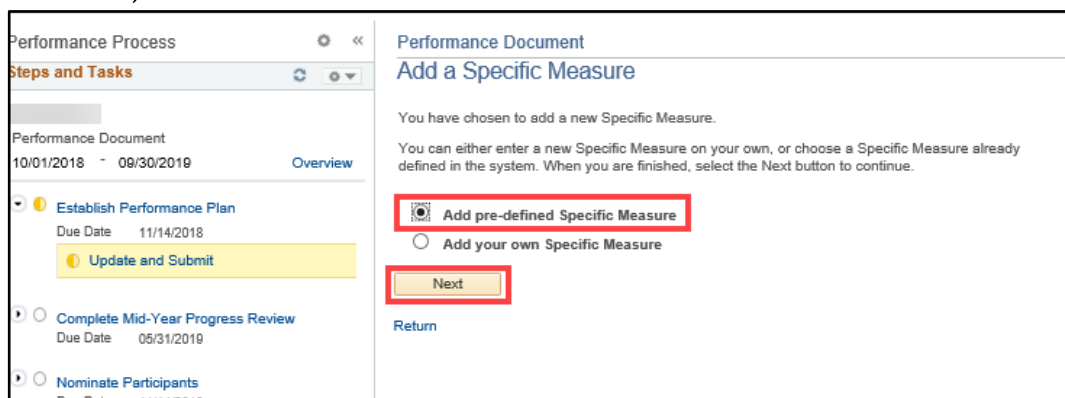


15. Under the Leading People [Leadership] section, indicate the percentage this specific measure will be weighted in the **Weight** field.

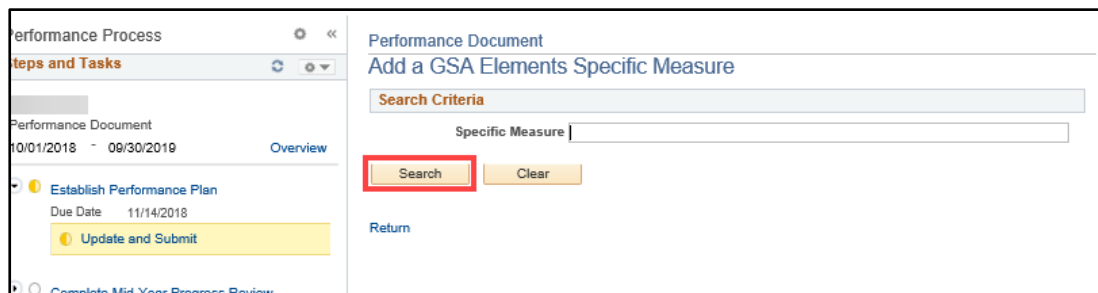
16. Select the **Add Specific Measure** hyperlink.



17. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



18. On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.



19. From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.

Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019 [Overview](#)

- Establish Performance Plan**
Due Date: 11/14/2018
[Update and Submit](#)
- Complete Mid-Year Progress Review**
Due Date: 05/31/2019
- Nominate Participants**
Due Date: 11/14/2019
- Review Participant Evaluations**
Due Date: 11/14/2019
- Review Employee Self-Assessment**
Due Date: 11/14/2019
- Complete Manager Evaluation**
Due Date: 11/14/2019

Performance Document

Add a GSA Elements Specific Measure

Search Criteria

Specific Measure:

[Search](#) [Clear](#)

Search Results [Personalize](#) | [First](#) | [1-5 of 5](#) | [Last](#)

GSA Elements Specific Measure(s)

- ☐ Integrity/Honesty
- ☐ Employee Perspective
- ☒ **Leveraging Diversity**
- ☐ Employee Development
- ☐ Team Building

[Select All](#) [Deselect All](#)

[Add Specific Measure\(s\)](#)

[Return](#)

20. The Leveraging Diversity specific measure will appear under the Leading People [Leadership] section.

Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019 [Overview](#)

- Establish Performance Plan**
Due Date: 11/14/2018
[Update and Submit](#)
- Complete Mid-Year Progress Review**
Due Date: 05/31/2019
- Nominate Participants**
Due Date: 11/14/2019
- Review Participant Evaluations**
Due Date: 11/14/2019
- Review Employee Self-Assessment**
Due Date: 11/14/2019
- Complete Manager Evaluation**
Due Date: 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

Customer Satisfaction and Customer Relationship Improvement

Leading People [Leadership]

Measurement: General Measure: Quality, quantity, and timeliness

Derived from: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No

Weight: %

Aligns To
Organizational Goals & Objectives

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.

[Add Specific Measure](#)

Created By: Jay Brosch 09/25/2019 2:58PM

Section 2 - Position Description Review Certification

21. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.

Performance Process

Steps and Tasks

Performance Document
10/01/2019 - 07/30/2020

- Establish Performance Plan
 - Due Date: 11/14/2019
 - Update
- Complete Mid-Year Self-Assessment
 - Due Date: 06/01/2020
- Nominate Participants
 - Due Date: 11/16/2020
- Complete Self-Assessment
 - Due Date: 11/16/2020
- Review Manager Evaluation
 - Due Date: 11/16/2020

Performance Document

Establish Performance Plan - Update

Measurement : General Measure: Quality, quantity, and timeliness

Derived from: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No

Weight: 0 %

Aligns To
Organizational
Goals & Objectives

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution

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22. Edit the **Leading People** critical element or the **Leveraging Diversity** specific measure and click **Update**. *Note: By editing the **Leveraging Diversity** specific measure you can now add other levels of performance.*

Performance Process

Steps and Tasks

Performance Document
10/01/2019 - 07/30/2020

- Establish Performance Plan
 - Due Date: 11/14/2019
 - Update
- Complete Mid-Year Self-Assessment
 - Due Date: 06/01/2020
- Nominate Participants
 - Due Date: 11/16/2020
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 - Due Date: 11/16/2020
- Review Manager Evaluation
 - Due Date: 11/16/2020

Performance Document

Edit Sub-Item

Leading People

Title: Leveraging Diversity

Standards 1-5 (Level 3 Required)

others accountable for achieving results that embody the principles of diversity.

Measures:

5-

4-

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and

Update

Return

23. Choose the **Save** button at the top right of the screen to save the performance plan.

Performance Process

Steps and Tasks

Performance Document
10/01/2019 - 07/30/2020

- Establish Performance Plan
 - Due Date: 11/14/2019
 - Update
- Complete Mid-Year Self-Assessment
 - Due Date: 06/01/2020
- Nominate Participants
 - Due Date: 11/16/2020
- Complete Self-Assessment
 - Due Date: 11/16/2020
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 - Due Date: 11/16/2020

Performance Document

Establish Performance Plan - Update

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

5-

4-

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.

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24. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the performance plan.**

Performance Document

Return to Current Document **Save** Sign and Submit

Establish Performance Plan - Update and Approve

Print | Notify | Export

Actions

Job Title: Supervisory Contract Specialist
Document Type: Performance Document
Template: GSA Annual Performance Plan
Status: In Progress

Manager
Period: 10/01/2018 - 09/30/2019
Document ID: 1
Due Date: 11/14/2018

✓ You have successfully saved this document.